

## *Project Charter*

Instructions: A Project Charter announces that a new project has begun. The purpose of the charter is to demonstrate management support for the project and the project manager. The charter clearly establishes the project manager's right to make decisions and lead the project.

***Sponsor***

**GARY AERTS**

***Date* 11/14/2008**

***Title of Project***

**NETWORKING FIVE YEAR PLAN**

***Project Manager***

**DALE FINKELSON**

**Charter**

**ENGAGE AND WORK WITH A CONSULTING FIRM TO DEVELOP A WRITTEN PLAN FOR THE CAMPUS NETWORK OVER THE NEXT 5 YEARS.**

## *Statement of Work*

Instructions: This document identifies the goals, constraints, and success criteria for the project. The project manager should initially prepare a draft of the Statement of Work, then submit it to the stakeholders for their review and comments until there is overall agreement.

**Title of Project**            **FIVE YEAR NETWORK ENHANCEMENT PLAN**

**Date Prepared** **11/17/2008**

**Date Adopted**

**01/09/2009**

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### **Stakeholders**

**Sponsor**            **GARY AERTS**

**Project Manager**    **DALE FINKELSON**

**Management**

**Project Team**            **DALE FINKELSON, MICHAEL RUHRDANZ, RICK HAUGERUD, OTHER NETWORKING STAFF AS NEEDED, TOM HANSEN.**

**Users & Customers**    **CAMPUS-VIA VARIOUS GROUPS & MEETINGS.**

**Other Stakeholders**

## **Objectives and Constraints**

<b>Purpose</b>	<b>TO REVIEW THE CAMPUS NETWORK AND DEVELOP RECOMMENDATIONS FOR MOVING IT FORWARD.</b>
<b>Scope</b>	<b>CAMPUS NETWORK AND BASE INFRASTRUCTURE. SOME CONSIDERATION GIVEN TO, BUT NOT OF PRIMARY FOCUS IS THE STATE-WIDE NETWORK.</b>
<b>Deliverables</b>	<b>A DOCUMENT LAYING OUT PLANS FOR THE CAMPUS NETWORK OVER THE NEXT FIVE YEARS; THE DOCUMENT WILL BE PREPARED BY THE SELECTED CONSULTING FIRM.</b>
<b>Cost Estimate</b>	<b>WILL KNOW MORE WHEN THE RESPONSES COME BACK. LIKELY UP TO 60K PLUS TRAVEL AND MISC. EXPENSES.</b>
<b>Schedule Estimate</b>	<b>ESTIMATED DELIVERY OF FINAL DOCUMENT IS FEB28, 2009.</b>

## *Communications Plan*

Instructions: This document describes the communications procedures – including meetings – that are to be followed for the project. The project manager should initially prepare a draft of the Communications Plan, then submit it to the stakeholders for their review and comments until there is overall agreement. The Communications Plan should accompany the Statement of Work.

<b><i>Title of Project</i></b>	<b><i>FIVE YEAR NETWORK ENHANCEMENT PLAN</i></b>		
<b><i>Date Prepared</i></b>	<b><i>11/17/2008</i></b>	<b><i>Date Adopted</i></b>	<b><i>01/09/2009</i></b>

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### **Stakeholders**

**Sponsor**                      **TO RECEIVE FINAL DOCUMENTS.**

**Management**                **REVIEW DRAFT AND FINAL DOCUMENTS.**

**Project Team**                **MEET AS NEEDED LEADING UP TO CONSULTANT'S VISIT AND PARTICIPATE IN CONSULTANT'S INTERVIEWS.**

**Users & Customers**        **CAMPUS INTERVIEWS DURING WEEK OF JANUARY 12, 2009.**

